



**GOVERNMENT OF ODISHA  
OFFICE OF THE DEPUTY DIRECTOR OF MINES  
JAJPUR CIRCLE, JAJPUR**

E - mail: [ddm.jajpurroad@orissaminerals.gov.in](mailto:ddm.jajpurroad@orissaminerals.gov.in)

Notice No. 048 /MM, Jajpur/Date 31.07.2023

**Short Quotation Call Notice**

Sealed Quotations are invited from interested reputed Travel Agencies or Private Individuals for providing **2 (Two)** AC driven BOLERO (preferably new model) having seating capacity not more than ten including driver, which shall conform to the "Terms and Conditions of Annexure – I" for use in the **office of the Deputy Director of Mines, Jajpur and another for office of the Mining Officer, Jagatsinghpur** on monthly rent basis.

The vehicle must be in Road worthy condition, shall not be more than 3 years old (preferably new) from the date of initial registration and must have valid Registration Certificate, Insurance Certificate, Fitness Certificate, valid Contract Carriage Permit, proof of upto date Tax payment etc. which are mandatory for plying of vehicle.

1. The driver of the vehicle must have a valid Driving License for driving light transport passenger vehicle and should be sufficiently experienced in driving transport passenger vehicle.
2. The Driver should be well behaved, gentle and obedient in nature.
3. A sum of Rs. 5000/- (Rupees Five thousand only) shall be deposited by the intending bidders in shape of Accounts Payee Bank Draft drawn in favour of the "Deputy Director of Mines" payable at **Jajpur road** and submitting along with the quotation as security deposit. After completion of the tender process the amount will be refunded to unsuccessful bidders.

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4. The monthly rate of hire charges quoted separately in the general bid information. Maximum allowed hire charges per month is **Rs. 31,000/-**(Rupees Thirty-one thousand only) excluding GST and Excluding Fuel cost.
5. The vehicle must achieve a fuel efficiency of **10 Kms per liter**.
6. The details of the Make and Year of Manufacture of the vehicle, Registration no., Mileage (Kms covered per litre) and name of the driver with Driving License No. and period of validity etc. should be specifically provided in the general bid information to be furnished with the Quotation (Annexure - II) along with its supporting documents.
7. The application form of Quotation containing General Bid information (Annexure – II) along with Terms and Conditions (Annexure – I) for hiring/engagement of vehicles will be available in the **office of the Deputy Director Mines, Jajpur** road on payment of **Rs. 100/- (Non-refundable)** during the office hours of the working days and also be available in the website of district portal [www.jajpur.nic.in](http://www.jajpur.nic.in) & [www.jagatsinghpur.nic.in](http://www.jagatsinghpur.nic.in) from **31.07.2023** to **04.08.2023 upto 03.00 PM**. In case the application form is downloaded from the website, the applicant shall submit an amount of **Rs. 100/- (Non-refundable)** towards the cost of Quotation paper.
8. All the documents must be inserted in the sealed envelope along with the Applicant's name and address superscribed on the envelope and clearly marked the "**Quotation Call Notice for hiring of Vehicle for .....District**" on the top of envelope.
9. The sealed Quotations completed in all respect should reach the undersigned on or before **Dt. 04.08.2023 by 04.00 PM** and shall be opened on **05.08.2023 at 11.00AM**. The quotations received after due date and time will not be entertained.
10. The undersigned reserves the rights to cancel/reject the Quotation without assigning any reasons thereof.

  
31.07.2023  
**DEPUTY DIRECTOR OF MINES**  
**JAJPUR CIRCLE, JAJPUR**  
Deputy Director of Mines I/C  
Jajpur Circle, Jajpur

**TERMS AND CONDITINS FOR HIRING OF VEHICLES**

The following terms and conditions must be fulfilled by the successful bidder for providing a vehicle on hire on monthly rent basis.

1. The hired vehicle, during period of contract, shall have all necessary valid MV documents such as:- valid Registration Certificate, Insurance Certificate, Fitness Certificate, valid Contract Carriage Permit, proof of up to date tax payment etc. and D.L. of the driver available all the times. The Department / Office hiring the vehicle shall not be responsible for any damage/ loss caused to hired vehicles or loss of life / injury made to any person or damage to any property on account of use of hired vehicle any manner whatsoever. The hirer shall be responsible for all such litigation.
2. The hire charges to be paid for monthly basis is final but does not include cost of diesel or petrol, which is to be paid separately basing on actual consumption and lubricant as per existing Government norms. All the expenditure of the vehicle towards repair, replacement of spare parts, lubricating oil of Engine, Gear Box & differential Coolant, Tyre& Tubes, Battery etc. will be borne by the bidder.
3. It shall be the responsibility of the bidder to provide a licensed, good driver (gentle, well behaved, obedient and non-alcoholic) and the salary of the driver shall be borne by the owner.
4. The Driver of the vehicles shall report for duty for minimum 25days in a month.
5. In case of emergency, the driver will have to report for duty as per the requirement of hirer. No payment shall be demanded.
6. In case of absence of driver for whatever reason, the owner shall arrange the substitute to run the vehicle.
7. The vehicles shall not be more than 3 years old from the initial registration and also in good running condition during the period of contract.
8. The vehicle should be regularly serviced and maintained to avoid any breakdown. In case of breakdown for reasons whatsoever, the replacement of a vehicle of the same or better model shall be provided by the owner of the vehicle / bidder. If the owner failed to arrange/replace alternative arrangement will be made by the client and the expenditure will have to be borne by the owner of the vehicle. If he/she fails to pay the expenditure so incurred the same will be deducted from the bill of the owner. In addition, GPS tracking device along with its software will be installed in the vehicle.

9. In case of the vehicle do not report regularly, the authority will be at liberty to reject the agreement and may engage vehicle from other source.
10. Monthly hire charges and reimbursements towards cost of diesel or petrol (as per actual) and lubricants (as per Govt. norms) of selected bidder will be paid in every succeeding month, as far as possible within fifteen days of the submission of bills by the service provider and no advance payment will be made.
11. If the services are found to be unsatisfactory, the client shall give one-month notice and terminate the agreement.
12. The Quotation completed in all respect should reach the undersigned on or before 04.00PM dated 04.08.2023 and shall be opened on 05.08.2023, 11.00AM in the presence of the bidders or their authorized representatives. There will be no bar in the opening of the sealed quotations, if the bidder or their authorized representatives remain absent. The authorized representatives must have to produce the original copy of the authorization letter (signed by the bidder) along with a copy of Adhar/Voter ID/DL as proof of identity or else he/she will not be allowed to remain present.
13. In case the Service Provider intends to withdraw the services of his vehicle and terminate the agreement, it shall be mandatory upon him to furnish one-month notice before such withdrawal of service and termination of agreement.
14. Non-submission of any of the required documents or information will subject to rejection of the application/bid.
15. The bid/quotation received after due date and time will not be entertained.
16. If the bidder violates any of the terms of contract, Government shall forfeit the entire amount of security deposit.
17. The undersigned reserves the right to cancel/reject any/all the quotations without assigning any reasons thereof.
18. Selected bidder has to sign an agreement with the Deputy Director of Mines, Jajpur for engagement of vehicle on hire basis.

  
31.07.2023

DEPUTY DIRECTOR OF MINES,  
JAJPUR CIRCLE, JAJPUR  
Deputy Director of Mines I/C  
Jajpur Circle, Jajpur

**GENERAL INFORMATION FOR HIRING OF VEHICLES**

1. Name of the Traveling Agency/Tour Operator/Private Individuals:
2. Identity Proof of the applicant :
3. Present address for communication :
4. Registration No. of Vehicle :
5. Type of Vehicle (AC/Non-AC) :
6. Year of Manufacture :
7. Model :
8. Date of Registration :
9. Name & complete address of the owner of the vehicle :
10. Fitness certificate validity :
11. Permit Validity :
12. Insurance Validity :
13. Name / Address of the Driver :
14. D. L. No. & Validity of the D.L. of the Driver :
15. Proposed hire charges of the vehicle per month  
(excluding fuel cost) :
16. Rate of fuel consumption / Mileage per liter :
17. Contact Number of the Service Provider (Quotationer) :
18. PAN No. of the Service Provider :
19. Details of Security Deposit amount :
20. Details of application fee paid :

*"Certified that the information submitted above is true to the best of my knowledge and belief".*



*Seal & Signature of the Quotationer/Tenderer*